

## PROCESS OFFICER II

### Department of Law

#### NATURE OF WORK IN THIS CLASS

Serves court orders and other legal documents.

Employees in this class perform complex service processing work and may lead the work of others.

#### ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Participates and may lead the work of lower level employees in service processing work.

Locates difficult persons to be served by obtaining information from various sources; serves court orders and other legal documents, such as subpoenas, summonses, notices, motions, orders to show cause, notice of modification, and other legal documents to defendants, witnesses, victims, custodial parents, and other appropriate persons or persons in authority.

Interviews acquaintances, neighbors, family members, co-workers, mayors, witnesses, etc., in an attempt to obtain additional information relative to service of legal documents in pending criminal, juvenile delinquent, juvenile special proceedings, civil and child support cases in accordance with the investigator or attorney's instructions.

As a Peace Officer designated by the Attorney General and Special Process Officer/Deputy Marshal of the Superior Court of Guam, picks up witnesses or defendants, or executes bench warrants issued by the Superior Court of Guam.

As a Peace Officer, transports defendant/witness under protective custody to meet with prosecutor or testify in court and ensure the safety of the defendant/witness while under his care.

Maintains records and prepares reports.

May testify in court.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of criminal justice system.

Knowledge of court orders and legal documents relevant to service of process.

Knowledge of legal terminologies relevant to service of process.

Knowledge of the island's highway and streets.

Ability to locate difficult persons relevant to service of process.

Ability to maintain confidentiality.

Ability to follow oral and written instructions.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

Skill in the use and care of a firearm.

Skill in the safe operation of a motor vehicle.

**MINIMUM EXPERIENCE AND TRAINING**

- A One (1) year of experience as a Process Officer I and two (2) years of clerical experience in a legal office or equivalent work; or
- B Any equivalent combination of experience and training which provides for the minimum knowledge, abilities, or skills.

**NECESSARY SPECIAL QUALIFICATIONS**

- A Possession of a valid firearm's permit.
- B Possession of a valid driver's license.

ESTABLISHED: DECEMBER 1998

AMENDED: NOVEMBER 2000

PAY GRADE: I

HAY EVALUATION:	KNOW HOW:	DI1	132
	PROBLEM SOLVING:	C2 (22%)	29
	ACCOUNTABILITY:	C1C	<u>33</u>
			194

This standard revises and supercedes the standard established DECEMBER 1998.



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**LUIS R. BAZA**  
Executive Director  
Civil Service Commission